

# HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

**HR COMMITTEE MEMBERS PRESENT:** Marsik, Frohling, Duchac and Schmidt

**MEMBER EXCUSED:** Greshay

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, January 23, 2018 at 9:00 a.m. in meeting room 4C, located on the fourth floor of the Administration Building.

**ALSO PRESENT:** Jim Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Megan Tobian, HR Specialist; Patrick Schoebel, Medical Examiner.

**Meeting called to order by Marsik at 9:00 a.m.**

Roll call was taken. All members present except Greshay, who was excused.

Hinze verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Frohling to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Duchac. Motion carried.

Marsik asked if anyone present had any public comments. None

Motion by Schmidt to approve the regular session minutes of the January 9, 2018 meeting of the Human Resources and Labor Negotiations Committee. Second by Duchac. Motion carried.

Hinze provided the Committee with a resolution to set the Sheriff and Clerk of Courts salary for the 2019-2022 term of office. The Committee reviewed the Resolution.

Motion by Duchac to approve resolution as presented to set the Sheriff and Clerk of Courts salary for the 2019-2022 term of office. Second by Schmidt. Motion carried.

Hinze stated that she contacted Patrick Glynn with Carlson Dettmann regarding an entry-level salary for a Project Director focusing on one project. As a result, Hinze recommended adding the Project Director position for the Enterprise Resource Planning Project to the Dodge County Miscellaneous Wage Schedule at \$33.65 per hour.

Motion by Frohling to approve the placement of the Project Director into the Dodge County Miscellaneous Wage Schedule at a rate of \$33.65 per hour. Second by Schmidt. Motion carried.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Deputy Medical Examiner  
One (1) Summer 4H Youth Assistant

Medical Examiner  
UW Extension

Motion by Duchac to approve the Personnel Requisitions. Second by Schmidt. Motion carried.

Mindemann presented a request for a six (6) week medical leave and six (6) week general leave beginning 3/22/2018 as well as intermittent leave 01/31/2018-03/21/2018 for related appointments for an employee at Human Services and Health Department that does not qualify for FMLA.

Motion by Frohling to approve the six (6) medical leave of absence and intermittent leave as presented with an extension of the orientation period and by doing so does not establish a practice or precedent and to deny the six (6) week general leave; however, the employee may submit a new request. Second by Duchac. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

STEP INCREASE – UNION – None. RECLASSIFICATION – UNION – None. APPOINTED OFFICIAL - None. NEW HIRE – Thomas G. Hill, Hazardous Materials Responder, Emergency Management, \$7.25/\$35.00 (call outs), HAZ01, ST01, 01/16/2018; Seth Lane, Hazardous Materials Responder, Emergency Management, \$7.25/\$35.00 (call outs), HAZ01, ST01, 01/16/2018; Lisa A. Justmann, CSSS – Medical Records, Human Services, \$13.49, DC02, ST02, 01/18/2018; Melissa M. Vilmin, Account Clerk III, Human Services, \$17.55, DC04, ST02, 01/15/2018. LIMITED TERM/SEASONAL NEW HIRE - None. LIMITED TERM/SEASONAL RE-HIRE - None. LIMITED TERM/SEASONAL RE-HIRE – None. REHIRE: None. RECLASSIFICATION – Wendy M. McGurk, Counselor II – MH/AODA, Human Services, \$20.97, DC05, ST01 – progression, 01/16/2018; Jason J. Boeck, Lieutenant Patrol, Sheriff, \$34.5, DC10, ST N/A – promotion, 01/04/2018. STEP INCREASE – Jodie M. Miller, Judicial Assistant Branch 3, Circuit Court, \$21.35, DC04, ST N/A, 01/23/2018; Bruce H. Wolff, County Patrolman East, Highway, \$23.58, DC04, ST N/A, 02/27/2018; Jeffrey S. Diels, State Patrol East, Highway, \$23.58, DC04, ST N/A, 03/01/2018; Michael G. Baskfield, Counselor III Community Support, Human Services, \$29.13, DC07, ST N/A, 02/26/2018; Donald W. Krueger, Correctional Officer, Sheriff, \$26.05, DC05, ST N/A, 01/01/2018.

The Committee reviewed the Orientation Period Reports as presented.

**Committee Member Report:** None

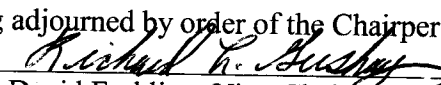
**HR Director's Report:**


- a) Summary of Employee Resignations/Retirements: Hinze presented a summary of recent employee resignations and terminations.
- b) Hinze updated the Committee of the Independent Hearing Officer decision and stated that the next recourse, if taken, is an appeal for review at the County Board.
- c) Hinze provided the Committee with an update on the Health Insurance Consortium and provided the timeline established by M3. Hinze stated that M3 is requesting the municipalities to make a commitment by March.

Future Agenda Items: Worker's Compensation Self-Insured resolution, Combining Payrolls resolution, and exit interview report.

It was the consensus of the Committee to schedule next meetings of the Human Resources and Labor Negotiations Committee as follows: **Thursday, February 8, 2018 at 9:00 a.m. and Tuesday, February 20, 2018 at 9:00 a.m.** which will be held in room 4C of the Administrative Building.

Meeting adjourned by order of the Chairperson at 9:52 a.m.

  
David Frohling, Vice-Chairperson

  
Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.